

**INSTRUCTIONS FOR COMPLETING THE  
SURVEYING CERTIFICATE OF AUTHORIZATION  
APPLICATION FORM (4/15)**

**Code Authority**

Mississippi Code 73-13-3 provides that as of January 1, 2005 a Certificate of Authorization shall be required by a corporation, firm or partnership offering engineering and/or surveying services in Mississippi. An individual licensee practicing in his own name as a sole proprietorship is not required to register under this section.

The Law further provides that a corporation, firm or partnership desiring a Certificate of Authority shall file with the Board an application furnishing the information required under Section 73-13-43 and/or 73-13-105, and, if all the requirements are met, the Board shall issue to such corporation, firm or partnership a Certificate of Authorization. Certificates of Authorization expire on December 31 of each year and may be renewed annually.

**Fees**

Effective January 1, 2005 the application and /or relicensure fee for a Certificate of Authorization has been set by the Board at \$100.00. A check (personal or cashier's) or money order in the amount of \$100.00 must accompany the application form. No cash shall be accepted.

The application and check should be mailed to:

Mississippi Board of Licensure for  
Professional Engineers & Surveyors  
660 North Street, Suite 400  
Jackson, MS 39202

If you send your application by another means, please give the delivery company our phone number, which is 601-359-6160.

**Requirements**

The corporation, firm or partnership should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

The individual licensees acting as agents, employees, officers, partners of corporations, firms, or partnerships should be familiar with Sections 73-13-3 and 73-13-43 and/or 73-13-105 of the Mississippi Code as well as the Code of Professional Conduct regarding the requirements for Certificate of Authorization and the responsibilities of an engineering/surveying firm in the State of Mississippi.

**Annual Renewal**

Certificates of Authorization expire on December 31 and shall be renewed annually. It shall be unlawful for a corporation, firm or partnership to practice, offer to practice, or hold itself out as qualified to practice engineering/surveying following the expiration of said Certificate of Authorization. After a lapse of more than six months, an application for **Relicensure** shall be required.

In the event there is a change in any of the persons listed during the year, such changes shall be designated on the same application form and filed with the Board by the corporation, firm, or partnership within thirty (30) days after the effective date of such changes. No fee shall be charged for filing this amended form.

(continued on next page)

# INSTRUCTIONS FOR COMPLETING THE SURVEYING CERTIFICATE OF AUTHORIZATION APPLICATION FORM

Note: The application cannot be processed until the licensee who signs under items 3 or 5 is licensed and current. Furthermore, a Professional Surveyor who renders occasional, part-time, or consulting surveying services to a corporation, firm, or partnership may not be designated as being responsible for the professional activities of the firm. **APPLICATIONS MUST BE TYPED, USING YOUR COMPUTER OR A TYPEWRITER; HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

**Question 1:** Furnish name of business, address, and telephone number of principal office

applicable. Primary Officers shall be defined as President, Vice-President and Secretary.

**Question 2:** Indicate type of business, whether engineering or surveying. A separate COA is required for each service.

Completion of this question is not required of a partnership.

**Question 3:** Identify which PS, currently licensed in Mississippi, has been designated by your corporation or firm as the Principal Surveyor acting on behalf of your corporation or firm. **The Designated Principal Surveyor should be a principal officer (President, Vice-President, or Secretary) or partner in the firm.** If the Designated Principal Surveyor is neither the President, a Vice-President, Secretary, Partner, or Member (for an LLC), then you must enclose a copy of a **Corporate Resolution** verifying that this Professional Surveyor makes significant technical and/or contractual judgments on behalf of the firm which would affect the firm's professional reputation and liability.

**Question 5:** List all partners. List Mississippi PS License Numbers where applicable.

Completion of this question is not required of a firm or corporation.

*Supplemental sheets may be submitted if additional space is required in answering certain questions.*

The application must be signed by the Mississippi Principal PS. The designated PS licensee must respond to the questions regarding previous disciplinary actions, felony convictions, and nolo contendere pleas, and should attach explanations and copies of orders as appropriate. Be sure to include proof that all stipulations of disciplinary orders or legal convictions have been met.

If you are not applying for an initial (first time) COA but instead you are submitting an *amended* COA application in order to renew it for another year, the designated licensee only needs to report any disciplinary actions, felony convictions and nolo contendere pleas that have occurred *since the firm's last annual renewal*.

Completion of this question is not required of a partnership.

**Question 4:** List the names and titles of all primary officers. List the Mississippi License Numbers where

Mississippi Board of Licensure  
for Professional Engineers and Surveyors  
660 North Street, Suite 400  
Jackson, MS 39202  
(601) 359-6160 Fax (601) 359-6159  
[www.pepls.state.ms.us](http://www.pepls.state.ms.us)

Received: \_\_\_\_\_

Fee: \_\_\_\_\_

COA No.: S - \_\_\_\_\_

Date Issued: \_\_\_\_\_

**Fee Schedule:**

Original/Relicensure Fee \$100.00

Renewal Fees \$50 online;  
\$75 by mail

Amended Application - no fee due

**SURVEYING  
CERTIFICATE OF AUTHORITY  
Application Form**

This  original  relicensure  amended  renewal application is hereby made for authorization to offer **Surveying Services** in the State of Mississippi as a:

- Corporation  Firm  Partnership  Professional Association  LLC  LLP  Other

1. **Name of Business:** \_\_\_\_\_

**Mailing Address of principal office:** \_\_\_\_\_

**Phone:** ( ) - **Fax:** ( ) -

2. **Type of services offered :**  Surveying  Other (Please specify) \_\_\_\_\_

(If you offer engineering services, a separate certificate of authority is required under Title 73, Chapter 13, Mississippi Code of 1972. Forms are available on the website.)

Please furnish the Mississippi Engineering COA number, if offering engineering services: COA E- \_\_\_\_\_

3. **Designated Principal Surveyor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

*(This must be a Professional Surveyor, currently licensed in Mississippi, who is an employee\* and a principal officer\* (president, vice-president, or secretary) or partner\* of the firm with management responsibility for the firm's surveying practice, who makes significant technical and/or contractual judgments on behalf of the firm which would affect the firm's professional reputation and liability.)*

As the Mississippi Principal Professional Surveyor, I am currently in good standing with the Board. I further certify by my signature that the information contained in this form is correct including the list of licensed PS's shown in items #5, if applicable.

\_\_\_\_\_  
**Signature of Mississippi Principal PS** **Miss. PS Lic. No.** **Date**

Have you ever been disciplined by any state licensing authority? \_\_\_\_\_ \*\*

Have you been convicted of a felony OR pleaded "nolo contendere" to a criminal charge? \_\_\_\_\_ \*\*

\*\* If you answered 'yes', explain on a separate sheet and label: Addendum.

4. **Firms or Corporations:** List below all primary officers.

| <u>Name</u> | <u>Title</u> | <u>Address</u> | <u>PS Lic. # in Miss.</u> |
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5. **Partnerships:** List below all partners (**One or more partners must be licensed in Mississippi as a PS**)

| <u>Name</u> | <u>Title</u> | <u>Address</u> | <u>PS Lic. # in Miss.</u> |
|-------------|--------------|----------------|---------------------------|
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**\*Mississippi statute 73-13-105 states that a surveyor who renders occasional, part-time or consulting surveying services to or for a corporation, firm or partnership may not, for the purposes of this section, be designated as being responsible for gthe professional activitites of the firm.**

**If the Designated Principal Surveyor is neither the President, a Vice-President, Secretary, Partner, or Member (for an LLC), then you must enclose a copy of a Corporate Resolution verifying that this Professional Surveyor makes significant technical and/or contractual judgments on behalf of the firm which would affect the firm’s professional reputation and liability.**